

OPENING A REPORT SENT AS A ATTACHMENT

- These instructions are for Brio Quickview and Insight Users to open documents sent to them as an attachment.
- Note: Brio Explorer users only detach the document and open the report by using File then Open.

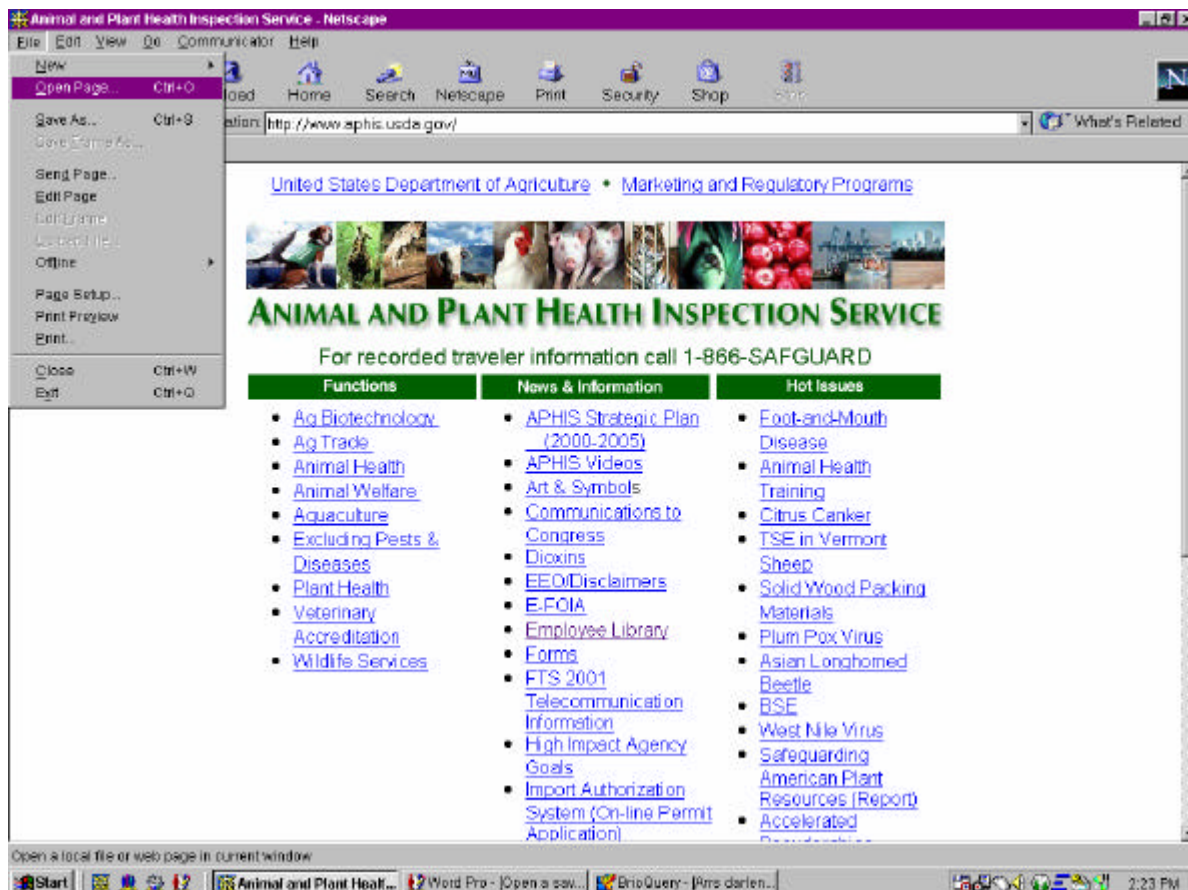
Step 1: Detach the Brio report into a location you can easily find later.

Step 2:



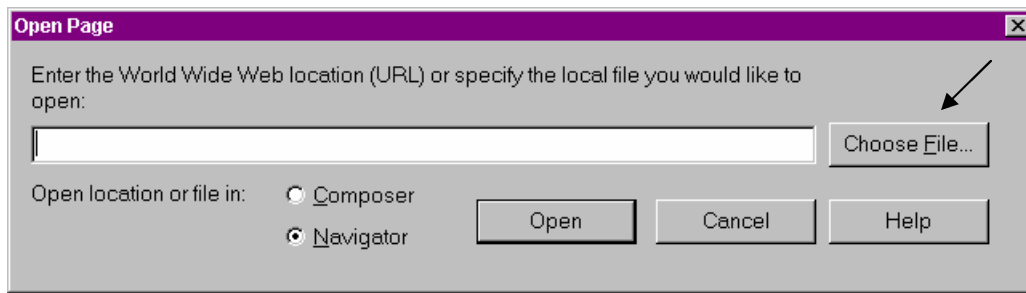
2.Open your Web browser, either Netscape or Explorer.

Step 3:



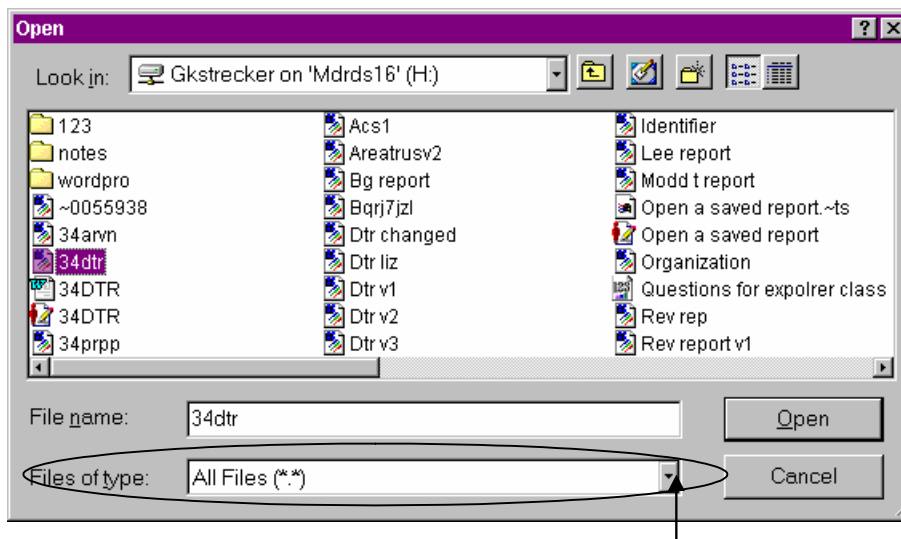
3. Go to **File**, <click> on **Open Page**.

Step 4:



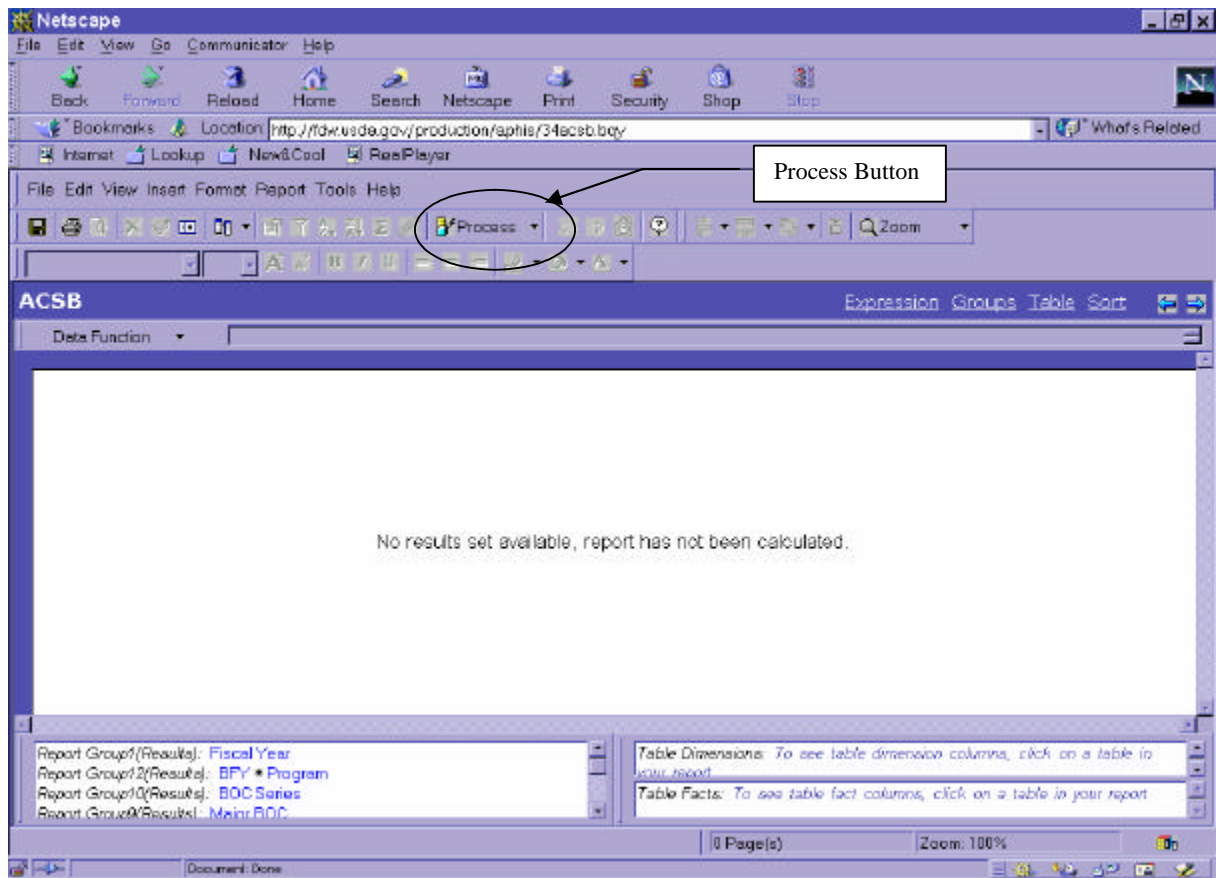
4. Now <click> on **Choose File**.

Step 5:



5. Change the **Files of Type** to **All files (*.*)**. You should now be able to locate the specific file that you detached and saved to a specific location. <Click> on **Open**. This will automatically load your Brio Plug-ins so that you can see the report. If it is an uncompiled report you will only be able to view and print it.

Step 6:



6. You are now ready to either Process the report or print it.